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MEMORANDUM FOR : Director of Communications
Director of Finance
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Medical Staff

SUBJECT : Reorientation in Supervisory Responsibilities, 9 June 1964

1. The 9 June presentation of ~~the~~ program on supervisory responsibilities was the last of the current series for supervisors in the DD/S. Similar programs are being developed by OTR for supervisors of the other Directorates.

2. *It is requested that* ~~I ask~~ that you ~~have~~ several of your people who attended the 9 June program prepare comments for the guidance of OTR in planning ~~further~~ *future* presentations. These comments should include opinions on the substance of the talks and on the program as a whole. Suggestions of changes, additions, or deletions will be welcome.

3. These comments are to be sent to the Director of Training no later than 15 June.

L. K. White
Deputy Director
for Support

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